



Official Minutes of the City of Cottonwood
Planning & Zoning Commission Meeting
Held July 21, 2008 at 6:00 PM at the Council Chambers
826 N. Main Street - Cottonwood, Arizona

Call to Order

Chairperson Gillespie called the meeting to order at 6:00 PM.

Roll Call

Chairperson Gillespie	Present	Member Kevin	Present
Vice Chairperson Kiyler	Present	Member Lovett	Present
Member Fisher	Present	Member Smith	Absent
Member Gonzales	Absent		

Staff Present:

George Gehlert, Community Development Director
Charlie Scully, Planner
Carol Hulse, Planning Technician

Public Present:

Phil Terbell

CONSIDERATION OF MINUTES – 5/19/2008.

Upon motion by Chairperson Gillespie and second by Vice Chairperson Kiyler, the Commission unanimously approved the regular Commission meeting minutes of 5/16/2008 with technical corrections relating to PCU 08-015 and Z 08-001. Because these items were not properly advertised, Chairperson Gillespie said the motions to postpone and the seconds should be removed and replaced with general statements “Hearing of request postponed at applicant’s request” and “Hearing of request postponed due to an advertising error” respectively.

CONSIDERATION OF MINUTES – 6/16//2008.

Upon motion by Member Kevin and second by Member Lovett, the Commission unanimously approved the regular Commission meeting minutes of 6/16/2008 as written.

APPOINTMENT/REAPPOINTMENT of Planning and Zoning Commission member to represent the Commission on the Development Review Board from July 1 to December 31, 2008.

Chairperson Gillespie nominated Member Lovett to serve a three-month term noting that the term specified in the Zoning Ordinance is three months. Vice Chairperson Kiyler seconded the nomination. The nomination was approved upon a unanimous vote.

Additionally, Chairperson Gillespie directed staff to begin the process of amending the Ordinance to make the term of representative to the Development Review Board a twelve-month term. He commented that the first three months of a term are typically devoted to becoming comfortable with the position and duties of the Board.

UNFINISHED BUSINESS:

ZO 08-012 Discussion and possible action regarding proposed amendments to Section 424 (“PAD” Planned Area Development Zone) pertaining to revised procedures, criteria, and submittal format for Planned Area Developments.

Planner Scully noted that this is the seventh time the Commission has reviewed this proposed amendment. He enumerated the changes that were incorporated since their last review.

- Land use transition regarding PADs that abut open space or Forest Service land.
- Recreation trail access issues – the language does not say that trails must be created but if they are created, the developer must coordinate them with the Forest Service.
- Rewording previous language that referenced “oral and written statements”.

Mr. Scully said these were the only issues raised at the previous meeting.

Member Kevin said he was happy with the work and believed it was ready to go to Council.

No one from the public responded either for or against the proposal. The Commission acted without further discussion.

Member Kevin moved to approve ZO 08-012 for consideration by the City Council. Member Lovett seconded and the motion carried by a unanimous vote.

ZO 08-025 Discussion and possible action regarding proposed amendments to the Zoning Ordinance, Section 406.D (Parking and Loading Requirements / Schedule of Off-Street Spaces) establishing new standards for “big box” retail uses; and creating standards for shared or common parking areas.

Planner Scully again reviewed the issues addressed since the previous meeting.

- Reduction of parking requirements for large retail facilities and shopping centers.
- Describe conditions for off-site parking.
- Describe conditions for shared parking.

Mr. Scully said standards charts are available and there are complicated computer models to determine parking requirements. However, staff preferred the simpler, more common sense approach.

Chairperson Gillespie asked what happens to a business if shared parking is withdrawn. This sparked a lengthy discussion. Mr. Scully and Director Gehlert made the following points.

- Shared parking would require a recorded agreement
- Ordinance says “permanently committed”.
- Agreement would not have an ending date but could have a clause such as “may be terminated with sixty days notice to the other party(ies)”.

Chairperson Gillespie opened the floor to the public.

Phil Terbell cited a business in Old Town that is using adjacent lots for parking. Those lots recently were advertised for individual sale, which would leave the business without parking. This lead to a discussion about the uniqueness of parking in Old Town.

There were no further comments from the public and Chairperson Gillespie closed the floor. Without further discussion, the Commission took the following action.

Member Lovett moved to approve ZO 08-025 for consideration by the City Council. Member Fisher seconded and the motion carried by a unanimous vote.

NEW BUSINESS:

ZO 08-036 Discussion and possible action regarding amendment to Section 404.E of the Cottonwood Zoning Ordinance (Street Dedication Requirements); in order to enable the division of property that does not front onto a dedicated public right-of-way. The change would affect divisions of property within planned commercial shopping plazas where access, drainage and other infrastructural issues have already been addressed.

Planner Scully presented ZO 08-036 and SR 08-037 together because of their relationship. He said the purpose of the proposed amendment is to change rules for lots within shopping centers to allow lot splits that create a lot (or lots) without street frontage. He explained that lots within shopping centers differ from other lots in that the infrastructure is already there along the street. The need for such lot splits is generally created by financing requirements. Mr. Scully cited Riverfront Commons as an example. In that case, the Board of Adjustment granted them a variance. However, a variance is not a good means of allowing this since the only hardship is financial.

Member Lovett asked for clarification that residential lots would still be required to have access onto a public street but commercial lots would not. Mr. Scully and Director Gehlert confirmed her statement. Director Gehlert further explained that to refinance portions of a shopping center, separate lots are required. In shopping centers, access would be addressed by the covenants.

Chairperson Gillespie opened the floor to the public. When there was no response, he closed the floor. Without additional discussion, the Commission took the following actions on ZO 08-036 and SR 08-037.

Chairperson Gillespie moved to approve ZO 08-036 for consideration by the City Council. Vice Chairperson Kiyler seconded and the motion carried by a unanimous vote.

SR 08-037 Discussion and possible action regarding amendment to Section 702.00.E of the Cottonwood Subdivision Ordinance (Minor Land Division Code); in order to enable the division of property that does not front onto a dedicated public right-of-way. The change would affect divisions of property within planned commercial shopping plazas where access, drainage and other infrastructural issues have already been addressed.

Chairperson Gillespie moved to approve ZO 08-037 for consideration by the City Council. Vice Chairperson Kiyler seconded and the motion carried by a unanimous vote.

DISCUSSION of possible future work sessions.

Director Gehlert announced that currently there was nothing that required any special meetings.

POSSIBLE DISCUSSION of monthly Departmental reports, such as Building Department and Code Enforcement reports.

Vice Chairperson Kiyler noted an error in the Current Projects report regarding Freedom Auto Sales. Director Gehlert clarified that Freedom Auto Sales is relocating to the Coury property at Main and Mingus.

INFORMATIONAL REPORTS AND UPDATES

Director Gehlert said the Recreation Center was a DRB agenda item for the following Thursday.

He said City Council would meet only one time in August – on August 12. There is a backlog of code projects including:

- Rental Maintenance Code
- Sign Code
- Temporary Use Permit / Special Events
- The 3 amendments that were on this meeting's agenda.

He also said that Council would probably review the final plat for the Edgewater project. He expressed doubt that everything would make the August agenda.

Director Gehlert said that the only item he expects for the next P&Z Commission meeting is request for conditional use permits in R-1 zones for boarding houses.

Director Gehlert said staff is looking at developing a special area plan for parking in Old Town.

CALL TO THE PUBLIC

There was no response.

ADJOURNMENT

Chairperson Gillespie adjourned the meeting at 6:59 p.m.

Minutes prepared by: Carol Hulse

Date Approved: August 18, 2008